

NOTE: This is a "fillable" document

1. Complete as instructed.
2. Create a file labeled "off-boarding" and save.
3. Send completed form to the HR Consultant.



SEPARATION CHECKLIST - SUPERVISOR

Instructions:

This section of the Separation Checklist is to be completed by the direct **Supervisor**. It is the responsibility of the HR Consultant to ensure all responsible parties (BAO & Direct Supervisor) have completed their sections of the Separation Checklist.

This checklist must be completed prior to the employee's last day of work. Once completed, email the completed checklist verification form to the HR Consultant for further processing.

****NOTE** Please refer to the Standard Operating Procedure for Involuntary Termination instructions**

http://hr.wayne.edu/clientservices/forms/employee_offboarding_process_-_sop.pdf

Employee Name:	Access ID:
Supervisor Name:	Access ID:
School/College/Division:	Position Title:
Reason for Separation:	Separation Date:

SUPERVISOR OF EMPLOYEE

INITIATE COMMUNICATIONS WITH EMPLOYEE (with 24-48 hours of notice of resignation)

- N/A Obtain employees letter of resignation. *Send to HR Consultant and BAO ASAP.*
- *HR Client Service Contact List:*
<http://hr.wayne.edu/clientservices/about/contact.php>
 - *BAO Contact List:*
http://bao.wayne.edu/pdf/business_affairs_officers_member_roster_2014-15_9-22-14.pdf
- N/A Please indicate the employee termination date
- N/A Meet with employee to ensure completion of the *Knowledge Transfer Questionnaire*
http://hr.wayne.edu/clientservices/forms/knowledge_transfer_questionnaire.pdf

- N/A Request the employee to remove all personal property prior to departure.
- N/A Provide employee with the *Offboarding Checklist*
http://hr.wayne.edu/clientservices/forms/off-boarding_checklist_-_employee.pdf
- N/A If the employee is a student or alumni, notify C&IT (This identifies blackboard/pipeline access they may need to retain).

LOGISTICS: Prior to Last Day

- N/A Remove mail box slot in S/C/D and re-direct departing employee’s incoming business mail (as needed).
- N/A Notify employee’s customers and/or contacts of employee departure.
- N/A Change/disable passwords for any department or university subscriptions.

EMPLOYEE LAST DAY

- N/A Obtain One Card from employee and send to One Card Office. If the employees is a current student or is retiring, they will need to get another One Card. Instructions are on the “offboarding checklist employee”
Please note: you do not need to collect the parking hang tag.
- N/A Collect the Procurement Card and/or Travel Wayne Credit Card from the employee and return to the BAO.
- N/A Obtain all technology and return to C&IT (Computer, Cell Phone, etc.).
➤ <http://computing.wayne.edu/desktechsupport>
- N/A Collect Uniforms/gears/tools/instruments/job accessories.
- N/A Please indicate the ***last physical day of work*** (excluding banked days).
- N/A Submit “Last day of work/Pay Notice” form (if leaving WSU) to payroll.
- N/A Obtain keys: office building, classrooms, storeroom, desk, file cabinets, storage, lockers, vehicle(s).
- N/A Verify that you have collected all University property.

One Card	Credit Cards	Petty Cash
Computer/printers	Cameras	Cellular Phones
Uniforms/gear/tools/instruments/job accessories		

Library Materials (books, periodicals, cd, etc.)

OTHER

N/A Notify the division Procurement Card Coordinator to review/reconcile any outstanding travel expenses.

N/A Notify Marketing/IT to update S/C/D Website (Pipeline Directory is automatically updated at termination).

N/A Notify the division Super-User to submit the employee's last timesheet (*If necessary, which may occur* most often with involuntary terminations).

****NOTE** De-provisioning of the employees Travel Profile and changes from employee to student or alumni status (if necessary) is an automated process by C&IT at the time the EPAF is processed.**

SPECIAL CIRCUMSTANCES (Disability, long term absence, Death)

N/A Contact employee or employee's family to retrieve personal belongings and University property.

Supervisor Signature

Date